

## CIVIL RIGHTS COMPLIANCE GRID INSTRUCTIONS

The grid on the next sheet allows your group and the Kentucky Heritage Council to ensure that the project serves diverse populations and avoids illegal discrimination. Complete the grid and submit it with our application. Your proposal narrative should also explain how you plan to comply with Civil Rights requirements.

The federal government and the Commonwealth have passed a number of laws to ensure that underserved populations are included in the work undertaken by the government or work funded by the government. Those laws prohibit discrimination on the basis of sex, race color, age, national origin, religion, or disability or the denial of access to government activities on the basis of sex, race color, age, national origin, religion, or disability. Primary among those laws is the Civil Rights Act of 1964, which states in part that:

No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of this agency.

Subsequent federal laws, such as the Age Discrimination in Employment Act of 1975, the Equal Employment Opportunity Act of 1972, Americans With Disabilities Act of 1990, and the Civil Rights Act of 1991, and their counterparts on the state level, extend protections to groups not explicitly covered in the initial legislation. Various statutes and regulations of the Commonwealth require that state agency activities, including grants programs, conform to this federal Civil Rights legislation.

Thus, among its many responsibilities in administering grant programs, the Kentucky Heritage Council must assist its subgrantees in following these requirements prohibiting discrimination. Within this grant application process, the Kentucky Heritage Council has included a number of ways for your group to satisfy these requirements simply and affirmatively. Your group signals its willingness to abide by these requirements by signing Item 5 of the Grant Application Form.

Heritage Council staff will review all projects and use Civil Rights compliance as a factor in selecting project awards. Primarily, at two points of the grant application, in the proposal narrative and on the grid of the following page, your group details to the Heritage Council staff the ways in which you will comply with these prohibitions against discrimination. Together, the grid and your proposal narrative explain to the Kentucky Heritage Council and to your community the ways in which these federal funds will involve a wide range of resources and people.

In your proposal narrative, describe your plans to include groups protected by Civil Rights laws and other underserved populations. Address these questions in the narrative:

- At what permanent location will most of the project's work take place? Will this location deny access to anyone on the basis of color, race, national origin, religion, age, sex or disability?
- How will those groups be made aware that the project is being planned, be invited to participate, and benefit from the project?
- At which public places in the community, such as at the project headquarters or at the library, will Civil Rights compliance information be posted and complaint forms be available?
- If applying for pre-development (federal funds) or a construction (state funds) grant, how will your project comply with ADA requirements?
- How will the project be made accessible to the Public?